

REQUEST FOR PROPOSAL

COUNTY OF SAN BERNARDINO
PURCHASING DEPARTMENT

Date: August 13, 2009

Proposal No. **M-9**

Page No. 1 of 23 Pages

Materials and/or Services: **Print Shop Paper**

To Be Delivered To: **Various County Locations**

Submit each individual proposal in separate sealed envelope with proposal number marked on outside to:

County Purchasing Agent
777 East Rialto Avenue
San Bernardino, CA 92415-0760
BEFORE: Thursday, August 27, 2009, 2 PM

For further information, call: Ellie Hanson
Deputy Purchasing Agent
(909) 387-2069

INSTRUCTIONS AND CONDITIONS

1. All prices and notations must be typewritten or printed in ink. No erasures permitted. Mistakes may be crossed out and corrections made adjacent, and must be initialed in ink by person signing quotation.
2. State brand, or make, on each item. If quoting an article exactly as specified, the words "or equal" must be stricken out by the vendor. If quoting on other than make, model or brand specified, the manufacturer's name and the catalog number must be given, or descriptive cut and information attached to the quotation.
3. Quote on each item separately. Prices should be stated in units specified herein.
4. Each quotation must be in separate sealed envelope with proposal number on outside, and must be received by County Purchasing Agent, 777 East Rialto Avenue, San Bernardino, CA 92415-0760 not later than the hour and day specified hereon, at which time it will be publicly opened and read.
5. Time of delivery is a part of the consideration and must be stated in definite terms, and must be adhered to. If time varies on different items, the vendor shall so state in the column provided, opposite each item.
6. Terms of less than 30 days for cash discount will be considered as net.
7. All quotations must be signed with the firm's name and by a responsible officer or employee. Obligations assumed by such signatures must be fulfilled.
8. Unless otherwise definitely specified, the prices quoted herein do not include California Sales Tax.
9. No charge for packing, drayage, or for any other purpose will be allowed over and above the prices quoted on this sheet.
10. The right is reserved, unless otherwise stated, to accept or reject any or all quotations, or any part thereof, either separately or as a whole, or to waive any informality in a proposal.
11. The County recognizes that price is only one of several criteria to be used in judging a product or service, and the County is not legally bound to accept the lowest quote.
12. Samples of items, when required, must be furnished free of expense to the County; and if not destroyed by tests, will upon request be returned at vendor's expense. Vendors shall pick up their items within five days after they have been notified that the testing has been completed. Items not picked up within the five-day period will be disposed of at the discretion of the Purchasing Agent.
13. In case of default by the vendor, the County of San Bernardino may procure the articles or service from other sources and may deduct from unpaid balance due the vendor, or may collect against the bond of surety, or mail bill for excess costs so paid, and the prices paid by the County of San Bernardino shall be considered the prevailing market prices paid at the time such purchase is made.
14. Cost of transportation, handling, and/or inspection on deliveries, or offers for delivery, which do not meet specifications, will be for the account of the vendor.

15. The vendor shall hold the County of San Bernardino, its officers, agents, servants and employees, harmless and defend same from liability of any nature or kind on account of use of any copyright, or uncopyrighted composition, secret process, patented or unpatented invention, article, or appliance furnished or used under this quotation.
16. Neither party will be held liable for failure or delay in fulfillment if hindered or prevented by fire, strikes, or Acts of God. (Force Majeure)
17. Quotations are subject to acceptance at any time within 60 days after opening of same, unless otherwise stipulated.
18. Verify your quotations before submission, as they cannot be withdrawn or corrected after being opened.
19. RETURN THIS SHEET WHETHER OR NOT YOU QUOTE A PRICE. If you do not quote, state your reason; otherwise your name may be removed from the mailing list.
20. Accounts paid for transportation of property to the County of San Bernardino are exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as San Bernardino County, as such papers may be accepted by the carrier as proof of the exempt character of the shipment.
21. To be considered, each vendor must have an approved Vendor Application on file with the Purchasing Department. Vendors must have registered online through the County Website at <http://www.sbcounty.gov/purchasing/>.
22. The Vendor agrees to comply with Executive Orders 11246, 11375, 11625, 12138, 12432, 12250, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practice Act, Equal Employment Opportunity, San Bernardino County Emerging Small Business Enterprise program, and other applicable Federal, State, and County laws, regulations, and policies relating to equal employment and contracting opportunities, including laws and regulations hereafter enacted. The articles covered by the quotation must conform to safety orders of OSHA, CALOSHA and/or NIOSHA, and OSH-POD.
23. Assignment of the contract by the vendor to other suppliers/contractors must be approved by the Purchasing Agent.
24. Prevailing Wages: Where labor is required for public work as a part of any requirements covered by this request for proposal, pursuant to the provisions of the Labor Code of the State of California, contractor shall pay no less than those minimum wages.
25. Conflict of Interest: Your signature hereon certifies that no County employee, whose position in the County service enables them to influence any award of your offer or any competing offer, shall have any direct or indirect financial interest in any transaction resulting from this request for proposal.
26. Vendors making delivery or providing services on County premises shall carry liability insurance and Worker's Compensation coverage in accordance with the County's Standard Practice requirements.

IMPORTANT: Place signed proposal in envelope, **seal** envelope and show **proposal number** on the outside. Return proposal to the County Purchasing Agent, 777 East Rialto Avenue, San Bernardino, CA 92415-0760
PRICES QUOTED F.O.B. DESTINATION UNLESS OTHERWISE STATED.

The following must be filled in by the contractor in submitting his proposal:

Date _____

Company _____

Delivery will be made in _____ days
from receipt of order unless otherwise noted.

Address _____

Cash Discount Terms _____

City & State _____ Zip _____

Signed By _____

Telephone No. (_____) _____

A. INTRODUCTION

1. SCOPE OF REQUEST:

The County of San Bernardino (County) is seeking qualified vendors to provide Print Shop Paper, furnished in quantities ordered, at times needed, by the successful Vendor(s).

2. LENGTH OF CONTRACT:

The contract awarded shall begin on September 1, 2009 or as soon as thereafter practicable and extend through August 31, 2012.

B. INSTRUCTIONS TO VENDORS

1. GENERAL INFORMATION

Vendors shall conform to all instructions and conditions as specified in the Request for Proposal.

2. PROPOSAL RETURN

Return a signed original of the proposal in a sealed envelope and clearly state on the outside of the envelope in the lower left-hand corner "PROPOSAL ENCLOSED **M-9**" and return to:

County of San Bernardino
Purchasing Department
777 E. Rialto Avenue; RFP M-9
San Bernardino, CA 92415-0760
Attn: Ellie Hanson, Deputy Purchasing Agent
Due on or before: Thursday, August 27, 2009, 2 PM

3. DEADLINE

Vendors shall submit signature page (Cover Sheet), References (Attachment A), Proposal Sheet (Attachment B) and Price Sheet(s) (Attachment C). To be considered responsive, proposals are to include all items identified. **Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be accepted.**

4. PROPOSAL OPENING

All proposals will be opened at the time, date and place specified.

5. MINIMUM VENDOR REQUIREMENTS

All Vendors must:

- a. Have at least three (3) references of governmental agencies or private companies of similar size and scope to whom they have supplied like products/supplies within the last five (5) years (see Attachment A).
- b. Provide copies of current necessary licenses and/or permits.
- c. Have no record of unsatisfactory performance as determined by the California Contractors State License Board and California Department of Consumer Affairs. Contractors who are or have been seriously deficient in current or recent contract performance, in the absence of circumstances properly beyond the control of the contractor, shall be presumed to be unable to meet the requirement.
- d. Have no outstanding or unresolved complaints/issues with the County of San Bernardino.

6. PROPOSAL PREPARATION INSTRUCTIONS

Bids must be typed OR written legibly in ink. Erasures and "white-out" are not permitted. Mistakes may be crossed out, corrections typed adjacent and initialed in ink by person signing the proposal. Proposals must be verified before submission as they cannot be withdrawn or corrected after being opened. The County will not be responsible for errors or omissions on the part of bidders in making up their proposals. A responsible officer or employee must sign proposals. **California State Sales Tax should NOT be included in vendor's proposal.**

7. PROPOSAL PREPARATION COST

Cost for preparing bid response and any other related material is the responsibility of the vendor and shall not be chargeable in any manner to the County.

8. USE OF PROPOSALS RECEIVED

All proposals received shall become the property of the County.

9. ACCEPTANCE OR REJECTION OF PROPOSALS

Proposals shall remain open, valid and subject to acceptance anytime within 60 days after the proposal opening date and time, unless a longer period of time is mutually agreed to by the parties.

The County reserves the right to reject any and all proposals or any portions of a proposal or alternates received by reasons of this request or to waive any informality or immaterial irregularities in a proposal.

The County also reserves the right to negotiate separately with vendors as may be necessary to serve its best interests.

Incomplete proposals will not be accepted.

10. BEST VALUE EVALUATION PROCESS

Cost is an important factor in the evaluation process, but the County is not obligated to accept the lowest cost proposal. At the County's discretion, considerations other than price may factor into a decision as to which products or services provide the best value to the County. Such considerations may include:

- Life cycle cost
- Probable life of the product
- Length and scope of warranty
- Maintenance or service availability
- Past performance
- Environmental considerations
- Trade-in terms
- Risk reduction
- Any other relevant factor listed in the solicitation

11. PRICE GUARANTEE

The County gives preference to firm prices. All price escalation provisions will be considered alternate offers. Offers specifying a maximum escalation percentage during the period of contract will be given preference over those offering an unspecified price escalation. The County requires bona fide proof of cost increases, including surcharges, fees, etc., on Contracts prior to any price escalation adjustment. A minimum of thirty (30) days advance notice is required to secure such adjustments. Vendor must obtain prior written approval from the Purchasing Agent before implementing any price increases. When offering escalating price contracts, quote applicable labor and materials separately as to percentage of total cost. No retroactive pricing adjustments will be considered. The County may enforce, adjust, or cancel escalating price contracts as it sees fit. The net dollar amount of profit will remain firm during the period of the contract. Adjustments increasing the vendor's profit will not be allowed. The County shall be given the benefit of all price decreases provided by vendor to similarly-sized customers.

Vendor represents that the prices charged the County do not exceed existing selling prices to other agencies for the same or substantially similar items or services for comparable quantities under similar

terms and conditions. The County retains the right to rebid the contract if, in the opinion of the County, prices become too high.

12. COMPLETION OF QUOTE

When no manufacturer is specified, vendor must indicate brand of manufacturer being bid. When brand or manufacturer is specified, vendor may bid substitute items as equals, except those items marked "NO SUBSTITUTE". Vendor must be able to justify any substitute item by submitting samples when called for. The County reserves the exclusive right to accept or reject any item. If there is a discrepancy between brand or manufacturer number and item description, the description will be controlling. Changes in packaging will not be authorized unless so indicated when proposal is submitted. Bidder shall complete quote by filling in on each item quoted: brand name, product number and manufacturer. If bidding "As Specified", indicate so, with an "A/S". Indicate if there is a minimum quantity required with order. If unable to quote on an item, specify "No Bid".

13. CONSUMPTION

Totals shown on proposal schedule are approximate and are minimum estimates for the period of contract in order not to over-contract. Quantities herein are an estimate and are not a guarantee of any quantity purchase as a result of this proposal.

14. PURCHASE ORDER ADDRESS

If purchase orders are to be sent to an address other than that filled in by the vendor on the first page of this proposal, the vendor shall show on the following blank lines the address to which resultant orders from this proposal should be sent:

C. STANDARD TERMS AND CONDITIONS

1. DELIVERY SERVICE

- a. Delivery shall be made to point as specified to each County address and department as ordered.
- b. Delivery shall be inside delivery to the specified inside point as directed by the receiving department.
- c. Vendor shall coordinate with each location to establish a regular delivery schedule.
- d. Delivery shall be made complete as ordered within the time quoted by vendor from receipt of order.
- e. One Delivery-One Invoice.
- f. Delivery will be made to various County locations.
- g. Prompt delivery and efficient service are essential; failure to furnish such delivery and service will constitute a breach of this contract.

2. VENDOR'S GUARANTEE

- a. In quoting, the Vendor guarantees to make delivery of all items quoted, either from its stock, from warehouse stock, or via manufacturer's shipment. If unavailable from Vendor's stock or if Vendor is unable to secure from warehouse or manufacturer, it shall be the Vendor's responsibility to see that the item is obtained from any other source having the item in stock.
- b. In case of default by Vendor, the County may procure the item from other sources and will charge the vendor for excess costs so paid and the prices paid by the County shall be considered to be the prevailing market price at the time such purchase is made.
- c. Vendor's response to this RFP is to be on the basis that all items bid are guaranteed equal in quality and pattern to those specified and that any item purchased as equivalent and found not acceptable to using department may be returned for full credit.

- d. The Vendor guarantees that the goods supplied under this RFP and any purchase order resulting from award of same will meet all the express warranties and the implied warranties of merchantability and fitness for the intended purpose(s).

3. AWARD

Award of contract may or may not be on an all or nothing basis or by groups of items. The County reserves the option to make award(s) as it deems to be in the best interests of the County.

4. PAYMENT

Invoices are payable monthly unless otherwise agreed upon by department. Invoices must reflect both purchase order number and applicable proposal number to initiate payment. Invoices are to be sent to the ordering department.

5. STOCK ADJUSTMENTS/RETURNS:

In quoting, the Seller agrees to give full credit on returned merchandise resulting from this proposal, with exception of custom orders. Vendor agrees to waive any re-stocking fees.

6. CONFIDENTIALITY:

It is the responsibility of bidders to identify information in their proposals which they consider to be confidential under the California Public Records Act, such as method of manufacture, materials, etc. To the extent that the County agrees with such a designation, such information will be held in strict confidence. All other information shall be considered public.

7. RETURNED MERCHANDISE

In quoting, the Vendor agrees to give full credit on returned merchandise resulting from this proposal, with exception of custom orders.

8. DISPUTES RELATING TO PROPOSAL PROCESS AND AWARD

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit a request in writing to the Director of Purchasing. Vendor may appeal the recommended award or denial of award, provided the following stipulations are met:

- a. Appeal must be in writing.
- b. Must be submitted within ten (10) calendar days of the date of the notification of the recommended award or denial of award letters.

An appeal of a **denial of award** can only be brought on the following grounds:

- a. Failure of the County to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments.
- b. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
- c. A violation of State or Federal law.

Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Laurie Rozko, Interim Director
County of San Bernardino
Purchasing Department
777 E. Rialto Avenue
San Bernardino, CA 92415-0760

The County Purchasing Agent shall make a decision concerning the appeal, and notify the Vendor making the appeal, within a reasonable timeframe prior to the tentatively scheduled date for awarding the contract. **The decision of the County Purchasing Agent shall be deemed final.**

9. IMPROPER CONSIDERATION

Vendor shall not offer (either directly or through an intermediary) any improper consideration such as, but not limited to, cash, discounts, service, the provision of travel or entertainment, or any items of value to any officer, employee or agent of the County in an attempt to secure favorable treatment regarding the award of this proposal.

The County, by written notice, may immediately terminate any contract resulting from this proposal process if it determines that any improper consideration as described in the preceding paragraph was offered to any officer, employee or agent of the County with respect to the proposal and award process. This prohibition shall apply to any amendment, extension or evaluation process once a contract has been awarded.

Vendor shall immediately report any attempt by a County officer, employee or agent to solicit (either directly or through an intermediary) improper consideration from Vendor. The report shall be made to the supervisor or manager charged with supervision of the employee or to the County Administrative Office. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

10. CONFIDENTIALITY

During the term of the Contract, if Vendor will have access to and become acquainted with confidential information, Vendor and each of their officers, employees, and agents, will maintain all confidential information, except as authorized in writing by County, or except as specifically provided herein, or except to the extent that: it was generally known when received; it is or hereafter becomes lawfully obtainable from other sources; it is necessary to disclose it to regulatory authorities having jurisdiction over either party or their subsidiaries or affiliated companies, or as may otherwise be required by law; or to that extent such duty as to confidentiality is waived. Vendor will take all steps necessary to safeguard the confidential information against unauthorized disclosure or use, and to satisfy their obligations under this contract. Failure of Vendor to exercise and safeguard confidential information may result in criminal prosecution. If deemed necessary, any background checks will be at Vendor's expense. County will invoice the Vendor for costs paid by the County for reimbursement.

11. INACCURACIES OR MISREPRESENTATIONS

If, in the course of the RFP process or in the administration of a resulting contract, the County determines that Vendor has made a material misstatement or misrepresentation, or that materially inaccurate information has been provided to the County, Vendor may be terminated from the RFP process, or in the event a contract has been awarded, the contract may be immediately terminated. In the event of a termination under this provision, the County is entitled to pursue any available legal remedies.

12. TERMINATION FOR CONVENIENCE

The County for its convenience may terminate this contract in whole or in part upon thirty (30) calendar day's written notice. If such termination is effected, an equitable adjustment in the price provided for in this contract shall be made. Such adjustment shall provide for payment to the Vendor for services rendered and expenses reasonably incurred prior to the effective date of termination. Upon receipt of termination notice Vendor shall promptly discontinue services unless the notice directs otherwise. Vendor shall deliver promptly to County and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports.

13. PARTICIPATION

The County desires that Municipalities, School District, and other Tax Districts within the County of San Bernardino requiring System/Case goods furniture may at their option and through the County Purchasing Agent, avail themselves of the contract resulting from this proposal. Upon notice, in writing, the Vendor agrees to the extension of the terms of a resultant contract with such Governmental bodies as though they have been expressly identified in this bid, with the provision that:

- a. Such Governmental Body does not have and will not have in force any other contract for like purchases.
- b. Such Governmental body does not have under consideration for award any other bids or quotations for like purchases.
- c. Such Governmental body shall make purchases directly through the vendor; make payment directly to the vendor. The County will not be liable for any such purchase made between the Vendor and another Governmental body who avails themselves of this contract.

14. VOLUME PURCHASE DISCOUNTS

The County may, from time to time, have the need for a large individual spot purchase, warranting special pricing. Separate quotes with vendors shall be permitted in these cases.

15. NONEXCLUSIVE CONTRACT

This is not an exclusive Request for Proposal. The County reserves the right to enter into a contract with other vendors for the same or similar services. The County does not guarantee or represent that the Vendors will be permitted to perform any minimum amount of work, or receive compensation other than on a per order basis, under the terms of this contract.

16. INDEMNIFICATION AND INSURANCE REQUIREMENTS

Indemnification – The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

Additional Insured – All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain endorsements naming the County and its officers, employees, agents and volunteers as additional insureds with respect to liabilities arising out of the performance of services hereunder. The additional insured endorsements shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to the full extent provided by the policy. Such additional insured coverage shall be at least as broad as Additional Insured (Form B) endorsement form ISO, CG 2010.11 85.

Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverages to waive all rights of subrogation against the County, its officers, employees, agents, volunteers, contractors and subcontractors. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

Policies Primary and Non-Contributory – All policies required herein are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by the County.

Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

Proof of Coverage – The Contractor shall furnish Certificates of Insurance to the County Department administering the contract evidencing the insurance coverage, including endorsements, as required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department, and Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within fifteen (15) days of the commencement of this contract, the Contractor shall furnish a copy of the Declaration page for all applicable policies and will provide complete certified copies of the policies and endorsements immediately upon request.

Acceptability of Insurance Carrier – Unless otherwise approved by Risk Management, insurance shall be written by insurers authorized to do business in the State of California and with a minimum “Best” Insurance Guide rating of “A- VII”.

Deductibles and Self-Insured Retention - Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management.

Failure to Procure Coverage – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured, or is canceled and not replaced, the County has the right but not the obligation or duty to cancel the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

Insurance Review – Insurance requirements are subject to periodic review by the County. The Director of Risk Management or designee is authorized, but not required, to reduce, waive or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced, or is not needed to protect the interests of the County. In addition, if the Department of Risk Management determines that heretofore unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Director of Risk Management or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County’s risk.

Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual or alleged, on the part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the part of the County.

The Contractor agrees to provide insurance set forth in accordance with the requirements herein. If the Contractor uses existing coverage to comply with these requirements and that coverage does not meet the specified requirements, the Contractor agrees to amend, supplement or endorse the existing coverage to do so. The type(s) of insurance required is determined by the scope of the contract services.

Without in anyway affecting the indemnity herein provided and in addition thereto, the Contractor shall secure and maintain throughout the contract term the following types of insurance with limits as shown:

Workers' Compensation/Employers Liability – A program of Workers' Compensation insurance or a state-approved, self-insurance program in an amount and form to meet all applicable requirements of the Labor Code of the State of California, including Employer's Liability with \$250,000 limits covering all persons including volunteers providing services on behalf of the Contractor and all risks to such persons under this contract.

If Contractor has no employees, it may certify or warrant to the County that it does not currently have any employees or individuals who are defined as "employees" under the Labor Code and the requirement for Workers' Compensation coverage will be waived by the County's Director of Risk Management.

With respect to Contractors that are non-profit corporations organized under California or Federal law, volunteers for such entities are required to be covered by Workers' Compensation insurance.

Commercial/General Liability Insurance – The Contractor shall carry General Liability Insurance covering all operations performed by or on behalf of the Contractor providing coverage for bodily injury and property damage with a combined single limit of not less than one million dollars (\$1,000,000), per occurrence. The policy coverage shall include:

- a. Premises operations and mobile equipment.
- b. Products and completed operations.
- c. Broad form property damage (including completed operations).
- d. Explosion, collapse and underground hazards.
- e. Personal injury
- f. Contractual liability.
- g. \$2,000,000 general aggregate limit.

Automobile Liability Insurance – Primary insurance coverage shall be written on ISO Business Auto coverage form for all owned, hired and non-owned automobiles or symbol 1 (any auto). The policy shall have a combined single limit of not less than one million dollars (\$1,000,000) for bodily injury and property damage, per occurrence.

If the Contractor is transporting one or more non-employee passengers in performance of contract services, the automobile liability policy shall have a combined single limit of two million dollars (\$2,000,000) for bodily injury and property damage per occurrence.

If the Contractor owns no autos, a non-owned auto endorsement to the General Liability policy described above is acceptable.

Umbrella Liability Insurance – An umbrella (over primary) or excess policy may be used to comply with limits or other primary coverage requirements. When used, the umbrella policy shall apply to bodily injury/property damage, personal injury/advertising injury and shall include a "dropdown" provision providing primary coverage for any liability not covered by the primary policy. The coverage shall also apply to automobile liability.

17. RIGHT TO MONITOR AND AUDIT

The County shall have absolute right to review and audit all records, books, papers, documents, corporate minutes, and other pertinent items as requested, and shall have absolute right to monitor the performance of Vendor in the delivery of services provided under this contract. Vendor shall give full cooperation, in any auditing or monitoring conducted. Vendor shall cooperate with the County in the

implementation, monitoring and evaluation of this contract and comply with any and all reporting requirements established by the County.

In the event the County determines that Vendor's performance of its duties or other terms of this contract are deficient in any manner, County will notify Vendor of such deficiency in writing or orally, provided written confirmation is given five (5) days thereafter. Vendor shall remedy any deficiency within forty-eight (48) hours of such notification, or County at its option, may terminate this contract immediately upon written notice, or remedy deficiency and off set the cost thereof from any amounts due the Vendor under this contract or otherwise.

Availability of Records

All records pertaining to services delivered and all fiscal, statistical and management books and records shall be available for examination and audit by County representatives for a period of three years after final payment under the contract or until all pending County, State and Federal audits are completed, whichever is later.

18. DISCLOSURE OF CRIMINAL AND CIVIL PROCEEDINGS

The County reserves the right to request the information described herein from the vendor selected for contract award. Failure to provide the information may result in a disqualification from the selection process and no award of contract to the vendor. The County also reserves the right to obtain the requested information by way of a background check performed by an investigative firm. The selected vendor also may be requested to provide information to clarify initial responses. Negative information provided or discovered may result in disqualification from the selection process and no award of contract.

The selected vendor may be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees (as that term is defined herein), within the last ten years, has been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense arising directly or indirectly from the conduct of the firm's business, or whether the firm, or any of its partners, principals, members, associates or key employees, has within the last ten years, been indicted on or had charges brought against it or them (if still pending) or convicted of any crime or offense involving financial misconduct or fraud. If the response is affirmative, the vendor will be asked to describe any such indictments or charges (and the status thereof), convictions and the surrounding circumstances in detail.

In addition, the selected vendor may also be asked to disclose whether the firm, or any of its partners, principals, members, associates or key employees, within the last ten years, has been the subject of legal proceedings as defined herein arising directly from the provision of services by the firm or those individuals. "Legal proceedings" means any civil actions filed in a court of competent jurisdiction, or any matters filed by an administrative or regulatory body with jurisdiction over the firm or the individuals. If the response is affirmative, the vendor will be asked to describe any such legal proceedings (and the status and disposition thereof) and the surrounding circumstances in detail.

For purposes of this provision "key employees" includes any individuals providing direct service to the County. "Key employees" do not include clerical personnel providing service at the firm's offices or locations.

19. ADMONITION TO VENDORS

Once this RFP has been issued; Vendors are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the Vendor. All questions regarding this RFP should be directed to the Deputy Purchasing Agent indicated on the Cover Page.

20. NO OBLIGATION

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals or portions of proposals, if the County determines it is in the best interest of the County to do so.

21. MODIFICATIONS

The County reserves the right to issue addenda or amendments to this RFP. Minor modifications may be made at the discretion of the Director of Purchasing.

22. REPRESENTATION OF THE COUNTY

In the performance of the contract, Vendor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of the County of San Bernardino.

23. VENDOR PRIMARY CONTACT

The Vendor will designate an individual to serve as the primary point of contact for the contract. Vendor or designee must respond to County inquiries within two (2) business days. Vendor shall not change the primary contact without written acknowledgement to the County.

24. CHANGE OF ADDRESS

Vendor shall notify the County in writing, of any change in mailing address within ten (10) business days of the change.

25. SUBCONTRACTING

Vendor agrees not to enter into any subcontracting contracts for work contemplated under the contract without first obtaining written approval from the County. Any subcontracting shall be subject to the same terms and conditions as Vendor. Vendor shall be fully responsible for the performance and payments of any subcontractor's contract.

26. CONTRACT ASSIGNABILITY

Without the prior written consent of the County, the contract is not assignable by Vendor either in whole or in part.

27. CONTRACT AMENDMENTS

Vendor agrees any alterations, variations, modifications, or waivers of the provisions of the contract, shall be valid only when reduced to writing, executed and attached to the original contract and approved by the required persons.

28. ATTORNEY FEES AND COSTS

If any legal action is instituted to enforce any party's rights hereunder, each party shall bear its own costs and attorney fees, regardless of who is the prevailing party. This paragraph shall not apply to those costs and attorney fees directly arising from a third-party legal action against a party hereto and payable under Section C Terms and Conditions, Paragraph 24 – Indemnification and Insurance Requirements.

29. VENUE

The venue of any action or claim brought by any party to the Agreement will be the Superior Court of California, County of San Bernardino, San Bernardino District. Each party hereby waives any law or rule of the court, which would allow them to request or demand a change of venue. If any action or claim concerning this contract is brought by any third-party and filed in another venue, the parties hereto agree to use their best efforts to obtain a change of venue to San Bernardino County.

30. LICENSES AND PERMITS

Vendor shall ensure that it has all necessary licenses and permits required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations. The Vendor shall maintain these licenses and permits in effect for the duration of this contract. Vendor will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this contract.

31. NOTIFICATION REGARDING PERFORMANCE

In the event of a problem or potential problem that could impact the quality or quantity of work, services, or the level of performance under this contract, the Vendor shall notify the County within one (1) working day, in writing and by telephone.

32. LABOR LAWS

Vendor shall strictly adhere to the applicable provisions of the Labor Code regarding the employment of apprentices; minimum wages; travel and subsistence pay; retention and inspection of payroll records; workers compensation; payment of wages. If applicable, the Vendor shall forfeit to the County the penalties prescribed in the Labor Code for violations.

33. LOCAL PREFERENCE

The County of San Bernardino has adopted a preference for vendors whose principle place of business is located within the boundaries of the County. A five percent (5%) preference may be applied prior to approval of any purchase or acquisition of services, equipment, goods, or supplies.

For purposes of the application of the local preference policy (County Policy 11-12), "principal place of business" is defined as the vendor's main office (or headquarters) or a major regional office. A "major regional office" is defined as a business location apart from the vendor's main office (or headquarters) which:

- a. Has been issued a business license, if required, and has been established and open for a minimum of six months prior to the date that the approval authority authorizes the circulation of an RFP/RFB/Quote for any contract, agreement, or purchase order to which it responds;
- b. Can demonstrate on-going business activity in the field of endeavor on which the Vendor is proposing, from that office during the preceding six months; and
- c. Has a minimum of twenty-five percent (25%) of the vendor's full time management employees and twenty-five percent (25%) of its full time regular employees working from the County of San Bernardino location(s).

The County's Local Preference Policy means for example, if two Vendors are responding to this RFP and if quality, service and ability to meet the County's needs are equal, County staff must determine if one of the Vendors is a local vendor. If one of the Vendors is a local vendor, and its quoted price or cost for services, equipment, goods or supplies does not exceed five percent (5%) of the other vendor's quoted price or cost, unless it is determined that an exemption applies, staff may recommend the local vendor for the contract award.

My company meets the criteria for the five percent cost preference as a local vendor for the County of San Bernardino, as described above: YES _____ NO _____

34. ELECTRONIC FUND TRANSFER PROGRAM

Contractor shall accept all payments from County via electronic funds transfer (EFT) directly deposited into the Vendor's designated checking or other bank account. Vendor shall promptly comply with directions and accurately complete forms provided by County required to process EFT payments.

35. PROCUREMENT CARD PROGRAM

The County participates in the State of California Procurement Card Program known as CAL-Card (VISA credit card). Whenever possible, the County prefers to place orders and make payments utilizing procurement cards. Please indicate if your company accepts VISA. YES _____ NO _____

If your company does not accept procurement cards and you are interested in accepting VISA, contact your local bank or financial institution for assistance.

36. OWNERSHIP OF DOCUMENTS

All documents, data, products, graphics, computer programs and reports prepared by Vendor pursuant to contract shall be considered property of the County upon payment for services. All such items shall be delivered to County at the completion of work under this contract, subject to the requirements of **TERMINATION FOR CONVENIENCE**.

37. COPYRIGHT

County shall have a royalty-free, non-exclusive and irrevocable license to publish, disclose, copy, translate, and otherwise use, copyright or patent, now and hereafter, all reports, studies, information, data, statistics, forms, designs, plans, procedures, systems, and any other materials or properties developed under this contract including those covered by copyright, and reserves the right to authorize others to use or reproduce such material. All such materials developed under the terms of this contract shall acknowledge the County of San Bernardino as the funding agency and Vendor as the creator of the publication. No such materials or properties produced in whole or in part under this contract shall be subject to private use, copyright or patent right by Vendor in the United States or in any other country without the express written consent of County. Copies of all educational and training materials, curricula, audio/visual aids, printed material, and periodicals, assembled pursuant to this contract must be filed with the County prior to publication.

38. RELEASE OF INFORMATION

No news releases, advertisements, public announcements or photographs arising out of this contract or Vendor's relationship with County may be made or used without prior written approval of the County.

39. ENVIRONMENTAL REQUIREMENTS

In accordance with County Policy 11-10, the County prefers to acquire and use products with higher levels of post-consumer recycled content. Environmentally preferable goods and materials must perform satisfactorily and be available at a reasonable price. The County requires Vendors to use recycled paper for proposals and for any printed or photocopied material created as a result of a contract with the County. The policy also requires Vendors to use both sides of paper sheets for reports submitted to the County whenever practicable.

Although the County has not committed to allowing a cost preference, if two products are equivalent and the cost is feasible the environmentally preferable product would be selected. The intent is to utilize vendors that reduce environmental impacts in their production and distribution systems whenever fiscally practicable.

To assist the County in meeting the reporting requirements of the California Integrated Waste Management Act of 1989 (AB939), vendor must be able to annually report the County's environmentally preferable purchases using Attachment D. Service providers are also asked to report on environmentally preferable goods and materials used in the provision of their service to the County.

40. EMPLOYMENT OF FORMER COUNTY OFFICIALS

Vendor agrees to provide or has already provided information on former County of San Bernardino administrative officials (as defined below) who are employed by or represent vendor. The information provided must include a list of former county administrative officials who terminated county employment

within the last five years and who are now officers, principals, partners, associates or members of the business. The information also includes the employment with or representation of Vendor. For purposes of this provision, "county administrative official" is defined as a member of the Board of Supervisors or such officer's staff, County Administrative Officer or member of such officer's staff, county department or group head, assistant department or group head, or any employee in the Exempt Group, Management Unit or Safety Management Unit.

41. DRUG-FREE WORKPLACE

The Vendor certifies that he will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a);
- b. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - i. The dangers of drug abuse in the workplace.
 - ii. The person's or organization's policy of maintaining a drug-free workplace.
 - iii. Any available counseling, rehabilitation and employee assistance programs.
 - iv. Penalties that may be imposed upon any employees for drug abuse violations.
- c. Provide, as required by Government Code Section 8355(c), that every employee who works on the proposed or resulting contract:
 - i. Will receive a copy of the company's drug-free policy statement; and,
 - ii. Will agree to abide by the terms of the company's statement as a condition of employment.

42. AMERICAN RECOVERY AND REINVESTMENT ACT FUNDING (ARRA)

Use of ARRA Funds and Requirements

This Contract may be funded in whole or in part with funds provided by the American Recovery and Reinvestment Act of 2009 ("ARRA"), signed into law on February 17, 2009. Section 1605 of ARRA prohibits the use of recovery funds for a project for the construction, alteration, maintenance or repair of a public building or public work (both as defined in 2 CFR 176.140) unless all of the iron, steel and manufactured goods (as defined in 2 CFR 176.140) used in the project are produced in the United States. A waiver is available under three limited circumstances: (i) Iron, steel or relevant manufactured goods are not produced in the United States in sufficient and reasonable quantities and of a satisfactory quality; (ii) Inclusion of iron, steel or manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent; or (iii) Applying the domestic preference would be inconsistent with the public interest. This is referred to as the "Buy American" requirement. Request for a waiver must be made to the County for an appropriate determination.

Section 1606 of ARRA requires that laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to ARRA shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with the Davis-Bacon Act (40 U.S.C. 31). This is referred to as the "wage rate" requirement.

The above described provisions constitute notice under ARRA of the Buy American and wage rate requirements. Contractor must contact the County contact if it has any questions regarding the applicability or implementation of the ARRA Buy American and wage rate requirements. Contractor will also be required to provide detailed information regarding compliance with the Buy American requirements, expenditure of funds and wages paid to employees so that the County may fulfill any reporting requirements it has under ARRA. The information may be required as frequently as monthly or quarterly. Contractor agrees to fully cooperate in providing information or documents as requested by the County pursuant to this provision. Failure to do so will be deemed a default and may result in the withholding of payments and termination of this Contract.

Contractor may also be required to register in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and may be required to have its subcontractors also register in the same database. Contractor must contact the County with any questions regarding registration requirements.

Schedule of Expenditure of Federal Awards

In addition to the requirements described in "Use of ARRA Funds and Requirements," proper accounting and reporting of ARRA expenditures in single audits is required. Contractor agrees to separately identify the expenditures for each grant award funded under ARRA on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by the Office of Management and Budget Circular A-133, "Audits of States, Local Governments, and Nonprofit Organizations." This identification on the SEFA and SF-SAC shall include the Federal award number, the Catalog of Federal Domestic Assistance (CFDA) number, and amount such that separate accountability and disclosure is provided for ARRA funds by Federal award number consistent with the recipient reports required by ARRA Section 1512 (c).

In addition, Contractor agrees to separately identify to each subcontractor and document at the time of sub-contract and at the time of disbursement of funds, the Federal award number, any special CFDA number assigned for ARRA purposes, and amount of ARRA funds.

Contractor may be required to provide detailed information regarding expenditures so that the County may fulfill any reporting requirements under ARRA described in this section. The information may be required as frequently as monthly or quarterly. Contractor agrees to fully cooperate in providing information or documents as requested by the County pursuant to this provision. Failure to do so will be deemed a default and may result in the withholding of payments and termination of this Contract.

ATTACHMENT A – REFERENCES

List three (3) government agencies or private sector companies of equal size and scope to whom you have supplied like product within the last five (5) years.

Agency Name: _____

Address: _____

Contact Person: _____

Telephone No.: (____) _____ Fax: (____) _____

Number of years your company has provided this product to this customer: _____

Agency Name: _____

Address: _____

Contact Person: _____

Telephone No.: (____) _____ Fax: (____) _____

Number of years your company has provided this product to this customer: _____

Agency Name: _____

Address: _____

Contact Person: _____

Telephone No.: (____) _____ Fax: (____) _____

Number of years your company has provided this product to this customer: _____

Submission of this document constitutes permission to the County to check, verify, and have certified all of the information contained herein.

ATTACHMENT B - PROPOSAL SHEET

Please provide your company's proposed discount from manufacturers suggested list price for the following categories. This is in addition to those items listed on Attachment C.

ITEM CATEGORY	Brand Name	<u>% DISCOUNT</u>
PAPER PRODUCTS –	_____	_____
–	_____	_____
–	_____	_____
–	_____	_____
	Private Label/Store Brand	_____
MISCELLANEOUS ITEMS		_____

ADDITIONAL DISCOUNTS/REBATES

VOLUME DISCOUNTS

State any volume discounts or rebates in which your company provides. Volume discounts shall be based on the total purchases made by the County of San Bernardino in one (1) calendar year.

Purchases exceeding \$500,000.00 _____%

Purchases exceeding \$1,000,000.00 _____%

Purchases exceeding \$2,000,000.00 _____%

ESCALATIONS

Offers specifying a maximum escalation percentage during the period of contract will be given preference over those offering an unspecified price escalation.

Period of time _____ Percentage of increase _____%

DELIVERIES

Delivery will be made in _____ days from receipt of order.

Is there a minimum order amount for deliveries? \$_____

ATTACHMENT C – PRICE SHEET(S)

Item No.	Description/Specifications	Unit	Est. Annual Usage	Manufacturer Brand and SKU	Price	Unit	Recycled Y/N
1	offset smooth 40" Dia./roll 60# white	LBS	118870				
2	vell bristol 67# britewhite 11x17	PKG	207000				
3	carbonless paper, 2pt., c/w rev seq 8.5x11 20# Appleton Superior only	RM	2039				
4	carbonless paper, 2pt., p/w rev seq 8.5x11 20# Appleton Superior only	RM	457				
5	carbonless paper, 2pt., w/w rev seq 8.5x11 20# Appleton Superior only	RM	46				
6	carbonless paper, 2pt., c/w rev seq 8.5x14 20# Appleton Superior only	RM	48				
7	carbonless paper, 3pt., p/c/w rev seq 8.5x11 20# Appleton Superior only	RM	1942				
8	carbonless paper, 3pt., straight seq 8.5x11 20# Appleton Superior only	RM	175				
9	carbonless paper, 3pt., p/c/w rev seq 8.5x14 20# Appleton Superior only	RM	386				
10	carbonless paper, 3pt., w/w/w rev seq 8.5x11 20# Appleton Superior only	RM	98				
11	carbonless paper, 3pt., w/w/w rev seq 8.5x14 20# Appleton Superior only	RM	20				
12	carbonless paper, 3pt., straight seq 8.5x14 20# Appleton Superior only	RM	44				
13	carbonless paper, 4pt., rev seq 8.5x11 20# Appleton Superior only	RM	726				
14	carbonless paper, 4pt., straight seq 8.5x11 20# Appleton Superior only	RM	81				
15	carbonless paper, 4pt., rev seq 8.5x14 20# Appleton Superior only	RM	75				
16	carbonless paper, 4pt., straight seq 8.5x11 20# Appleton Superior only	RM	14				
17	carbonless paper, 5pt., rev seq 8.5x11 20# Appleton Superior only	RM	311				
18	carbonless paper, 5pt., straight seq 8.5x11 20# Appleton Superior only	RM	8				
19	carbonless paper, 2pt., c/w rev seq 11x17 20# Appleton Superior only	RM	1895				
20	carbonless paper, 3pt., p/c/w rev seq 11x17 20# Appleton Superior only	RM	1876				
21	carbonless paper, 3pt., straight seq 11x17 20# Appleton Superior only	RM	148				
22	carbonless paper, 4pt., g/p/c/w rev seq 11x17 20# Appleton Superior only	RM	547				
23	carbonless paper, 4pt., straight seq 11x17 20# Appleton Superior only	RM	80				
24	carbonless paper, 5pt., rev seq 11x17 20# Appleton Superior only	RM	161				
25	carbonless paper, 6pt., rev seq 8.5x11 20# Appleton Superior only	RM	219				
26	carbonless paper, white CB 8.5x11 20# Appleton Superior only	RM	829				

Item No.	Description/Specifications	Unit	Est. Annual Usage	Manufacturer Brand and SKU	Price	Unit	Recycled Y/N
27	carbonless paper, white CB 8.5x14 20# Appleton Superior only	RM	51				
28	carbonless paper, white CB 11x17 20# Appleton Superior only	RM	372				
29	carbonless paper, blue CB 8.5x11 20# Appleton Superior only	RM	205				
30	carbonless paper, canary CB 8.5x11 20# Appleton Superior only	RM	60				
31	carbonless paper, gold CB 8.5x11 20# Appleton Superior only	RM	2				
32	carbonless paper, green CB 8.5x11 20# Appleton Superior only	RM	85				
33	carbonless paper, pink CB 8.5x11 20# Appleton Superior only	RM	136				
34	carbonless paper, blue CB 8.5x14 20# Appleton Superior only	RM	21				
35	carbonless paper, white CFB 8.5x11 20# Appleton Superior only	RM	262				
36	carbonless paper, blue CFB 8.5x11 20# Appleton Superior only	RM	92				
37	carbonless paper, canary CFB 8.5x11 20# Appleton Superior only	RM	323				
38	carbonless paper, gold CFB 8.5x11 20# Appleton Superior only	RM	34				
39	carbonless paper, green CFB 8.5x11 20# Appleton Superior only	RM	233				
40	carbonless paper, pink CFB 8.5x11 20# Appleton Superior only	RM	182				
41	carbonless paper, white CFB 8.5x14 20# Appleton Superior only	RM	42				
42	carbonless paper, gold CFB 8.5x14 20# Appleton Superior only	RM	60				
43	carbonless paper, green CFB 8.5x14 20# Appleton Superior only	RM	3				
44	carbonless paper, pink CFB 8.5x14 20# Appleton Superior only	RM	3				
45	carbonless paper, white CF 8.5x11 20# Appleton Superior only	RM	299				
46	carbonless paper, blue CF 8.5x11 20# Appleton Superior only	RM	115				
47	carbonless paper, canary CF 8.5x11 20# Appleton Superior only	RM	167				
48	carbonless paper, gold CF 8.5x11 20# Appleton Superior only	RM	160				
49	carbonless paper, green CF 8.5x11 20# Appleton Superior only	RM	160				
50	carbonless paper, pink CF 8.5x11 20# Appleton Superior only	RM	296				
51	carbonless paper, canary CF 8.5x14 20# Appleton Superior only	RM	13				

Item No.	Description/Specifications	Unit	Est. Annual Usage	Manufacturer Brand and SKU	Price	Unit	Recycled Y/N
52	carbonless paper, gold CF 8.5x14 20# Appleton Superior only	RM	42				
53	carbonless paper, white CF 8.5x14 20# Appleton Superior only	RM	36				
54	carbonless paper, white CF 11x17 20# Appleton Superior only	RM	188				
55	carbonless paper, pink CF 11x17 20# Appleton Superior only	RM	54				
56	carbonless paper, canary CFB 11x17 20# Appleton Superior only	RM	12				
57	carbonless paper, pink CFB 11x17 20# Appleton Superior only	RM	64				
58	fanapart padding adhesive	GAL	35				
59	white CF Tag BS105 .0075 8.5x11	PKG	68				
60	34" 1/2x22" 1/2 manila specialty CF tag 105#	LBS	13050				
61	34" 1/2x22" 1/2 green tint specialty ledger CF tag 33#	LBS	4225				
62	22" 1/2x34" 1/2 blue specialty safety CB 26#	LBS	150				
63	white CFB black print ncr roll 11" 20#	0	0				
64	38"x24" white ledger 32#	SH	2175				
65	34"x22" buff ledger 32#	SH	750				
66	uncoated offset mactac perm white 8.5x11 60#	PKG	56000				
67	17"1/4x22"1/4 uncoated offset mactac perm white 60#	SH	1300				
68	11" data print 40" roll/dia canary 20#	LBS	10655				
69	11" data print 40" roll/dia pink 20#	LBS	8591				
70	11" data print 40" roll/dia blue 20#	LBS	16854				
71	11" data print 40" roll/dia green 20#	LBS	2339				
72	11" data print 40" roll/dia buff 20#	LBS	797				
73	11" data print 40" roll/dia goldenrod 20#	0	0				
74	yellow perm 8.5x11 60#	PKG	3300				
75	chieftain bond cockle white 50% rag 8.5x11 20#	RM	1183				
76	white cockle neenah bond 8.5x11 20#	RM	112				
77	multipurpose white docusource 8.5x11 20#	RM	6590				
78	multipurpose white docusource 3 hole 8.5x11 20#	RM	940				

Item No.	Description/Specifications	Unit	Est. Annual Usage	Manufacturer Brand and SKU	Price	Unit	Recycled Y/N
79	multipurpose white docusource 8.5x14 20#	RM	610				
80	multipurpose white docusource 11x17 20#	RM	360				
81	various colors multipurpose bond 8.5x11 20#	RM	2508				
82	various colors multipurpose bond 8.5x11 20#	RM	361				
83	various colors multipurpose bond 11x17 20#	RM	86				
84	various colors multipurpose bond 3 hole 8.5x11 20#	RM	1030				
85	micro print multi-system white 8.5x11 24# Domtar	RM	2120				
86	micro print multi-system white 8.5x14 24# Domtar	RM	1215				
87	white first choice multiuse 11x17 24#	RM	1174				
88	23 1/2"x35" white mccoys gloss text 80#	SH	18000				
89	23 1/2"x35" white mccoys dull text 80#	SH	500				
90	23 1/2"x35" white mccoys gloss text 100#	SH	1250				
91	23"x35" white centura gloss text 80#	SH	12000				
92	white offset smooth 8.5x11 60#	RM	90				
93	white offset smooth 8.5x14 60#	RM	192				
94	white offset smooth 11x17 60#	RM	229				
95	white offset smooth 11x17 70#	RM	49				
96	white offset smooth rcy 11x17 60#	RM	122				
97	white offset smooth 23"x35" 60#	SH	111000				
98	astrobright various colors 23"x35" 60#	SH	25533				
99	astrobright various colors 8.5x11 60#	RM	626				
100	astrobright various colors 8.5x11 cvr 65#	PKG	46				
101	britewhite index 8.5x11 110#	PKG	838				
102	britewhite index 11x17 110#	PKG	50				
103	Classic Crest Smooth Envelope, A-2, A-6 text, Announcement Envelope 250/box	BOX	28				
104	various colors index 8.5x11 110#	PKG	448				

Item No.	Description/Specifications	Unit	Est. Annual Usage	Manufacturer Brand and SKU	Price	Unit	Recycled Y/N
105	various colors index 22 1/2x35" 110#	SH	5752				
106	britewhite index 22 1/2x35" 110#	SH	3245				
107	britewhite index 22 1/2x35" 90#	SH	2193				
108	classic crest 23"x35" text various colors 80#	SH	4752				
109	classic crest 23"x35" cvr various colors 80#	SH	1532				
110	classic linen 23"x35" cvr various colors 80#	SH	375				
111	classic linen 23"x35" cvr various colors 80#	SH	254				
112	28x44 twinkote disply bd .080	SH	300				
113	Nekoosa Linen 8.5x11 24#	RM	10				
114	Astrolite smooth 8.5x11 28/70#	RM	10				
115	letterhead boxes =11 1/47"x8 3/4"x2"	BOX	500				
116	b/c boxes 4 1/4"x3 5/8"x2	BOX	500				
117	white coated book 19x25 100#	SH	150000				
118	white coated book 19x25 70#	SH	50000				
119	white coated cover 19x25 95#	SH	20000				
120	white coated cover 19x25 78#	SH	10000				
121	parchment natural text 8.5x11 60#	SH	30000				
122	white index 8.5x11 90#	SH	50000				
123	white color copy cover 8.5x11 65#	RM	40				
124	bright white linen cover 8.5x11 65#	RM	20				
125	Xerox 11 x 17 cover # 1001B.	CS	24				
126	Xerox 11 x 17 gloss cover #1001B	CS	240				
127	Xerox 12 x 18 cover # 1001B	CS	240				
128	Xerox 12 x 18 gloss cover #1001B	CS	240				
129	Xerox 11 x 13 gloss text #1001B	CS	240				

[illegible]

EXAMPLES OF GREEN ATTRIBUTES	EXAMPLES OF CERTIFICATION AND/OR ACCREDITATION
Biobased Biodegradable Carcinogen-free Chlorofluorocarbon (CFC)-free Compostable Energy efficiency Lead-free Less hazardous Low toxicity Mercury-free Persistent bioaccumulative toxin (PBT)-free Rapidly renewable Rechargeable Recyclable Recycled content Reduced greenhouse gas emissions Reduced packaging Refill/refillable Remanufactured/refurbished Renewable materials Responsible forestry Upgradeable Water efficiency	Certified Approved Product (AP) Non-Toxic Ecologo Certified Energy Star Electronic Product Environmental Assessment Tool (EPEAT) program Forest Stewardship Council Certified Green Seal Certified Greenguard Certified Scientific Certification Systems (SCS)